Addendum #1

Responses to RFP 2022-09 Audit Services questions

1. Is email an acceptable electronic version of the proposal?

   Yes, however please send it between 2:00PM and 3:00PM on the day of the bid opening, not prior to the bid opening. A hard copy must be sent in keeping with the requirements in the RFP.

2. There is a discrepancy on the hard copies requested (3 copies vs. 1 copy).

   One hard copy will suffice

3. Similar engagement with Other Town Entities – Will electronic copy of audited financial statements for two different towns be acceptable instead of hard copies?

   Yes

4. Who prepares financial statements and MD&A?

   The audit firm will prepare the financial statements. The M D & A is typically initiated by the audit firm and completed by the Town.

5. Approximately how long was your previous audit firm onsite performing fieldwork and with how many staff?

   Typically, one week for preliminary work and two to three weeks for final field work. The audit firm staff on site usually includes a manager and two staff.

6. Please indicate any significant involvement of external management experts (actuaries, engineers, consultants, fiscal agents, etc.) with roles in the internal control or financial reporting functions. Have there been any delays in prior audits due to coordination between the management experts and your independent auditor?

   Outside actuaries prepare the valuations and related GASB disclosures for the Town's internal pension and OPEB plans.

   Other experts utilized by the Town include bond counsel and pension advisory services.

   There have been no delays associated with these experts.

7. Please indicate the extent of audit adjustments being proposed by your independent auditor and accepted by management for recognition in the financial statements.

   Several audit adjustments were proposed by the auditors in the prior year however nothing material in nature beyond the capital asset adjustment as noted in the audit report.

8. Have there been any disagreements between management and your independent auditor during the prior three engagements?

   No

9. Please provide the fees paid for audit services for each of the past three years and indicate if there were any billings above contracted amounts for out-of-scope or additional services not contemplated at contract award.

   2019 engagement fees were $60,400

   2020 engagement fees were $61,910

   2021 engagement fees were $62,500

   There were no out of scope fees in any of the years noted.

10. Has the Town considered any modifications for the implementation of GASB 87 for leases?

    Currently under review

11. Has the Town received significant CARES funding that will impact the FY2022 schedule of expenditures of Federal awards?

    The Town has been awarded ARPA funding of $4.3 million.

    The Board of Education has been awarded ARPA and ESSER funding of $2.8 million.

    Federal award expenditures are expected to exceed $750,000 during fiscal year 2021-2022.